

5931 West Campus Circle Drive, Irving, Texas 75063
 Phone: (972) 580-9000 Fax: (972) 465-1190
 Log on to **cyberservices™** at www.theexpogroup.com

ASHRM 2016 Annual Conference
 September 25-27, 2016
 Orange County Convention Center
 Orlando, FL

**Discount Deadline:
 August 22, 2016**

**Exhibit Hall
 Colors**

Aisle drape color: Blue
 Side drape color: Blue
 Aisle carpet color: Blue/Gray

**Exhibit Hall
 Hours**

Exhibitor Move-In

Saturday	September 24, 2016	8:00 am - 5:00 pm
Sunday	September 25, 2016	8:00 am - 3:00 pm

Show Hours

Sunday	September 25, 2016	5:00 pm - 7:00 pm
Monday	September 26, 2016	7:30 am - 9:00 am 11:15 am - 1:30 pm 4:00 pm - 6:00 pm
Tuesday	September 27, 2016	7:30 am - 9:00 am 12:00 pm - 2:00 pm

Exhibitor Move-Out

Tuesday	September 27, 2016	2:00 pm - 9:00 pm
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Dismantle

All Booths must be dismantled by Tuesday, September 27, 2016 by 7:00 pm.
 All carriers other than the official show carriers must check in at the freight desk by 7:00 pm on Thursday, September 27, 2016, otherwise exhibitor shipments will be subject to rerouting.

**Important
 Dates**

Expedite Fees

Portable Solutions, Modular Rental Exhibits, Modular Rental Accessories, and Graphics
 50% Expedite Fee if ordered after September 3, 2016.
 100% Expedite Fee if ordered after September 10, 2016.

Cancellation Dates

Portable Solutions, Modular Rental Exhibits, Modular Rental Accessories, and Graphics
 A 50% penalty is charged for cancellations after August 22, 2016, and prior to September 10, 2016.

All Remaining Services

Received on or after September 17, 2016, are subject to a charge of 50% or 100% of the order total depending on the service.

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Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
YRC c/o Kub Tradeshow Support
19 N. Texas Avenue
Orlando, FL 32805

- Advance Shipments will be accepted between Monday, August 22, 2016, through Wednesday, September 21, 2016.
- Materials arriving between September 12, 2016 and September 21, 2016 will be received at the warehouse with an additional surcharge.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.
- **The warehouse will be closed Monday, September 5, 2016 to observe the Labor Day holiday.**

Direct Shipments to Orange County Convention Center - South Hall A

Address: Orange County Convention Center - South Hall A
c/o The Expo Group
9899 International Boulevard
Orlando, FL 32819

Direct shipments must arrive at show-site beginning at 8:00 am on Saturday, September 24, 2016 through Tuesday, September 27, 2016. Shipping labels are included in this Exhibitor Service Manual.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: YRC